**Getting Started Guide**

A laptop computer can be fun to use, but it is not a toy. The laptop computer, carry case and charger distributed to students belongs to the Boyertown Area School District. Laptop computers are on loan to students as a necessary learning tool. Students must remember that the laptop computer should be handled with care. It is the responsibility of the student to maintain the excellent condition of the laptop computer throughout the year. Students will receive the same laptop computer each year they attend school. Listed below are tips for properly and effectively using a laptop computer.

* Treat the laptop computer like a visible pile of cash. Laptop computers are very attractive targets to thieves. Never leave the laptop computer unsecured or unattended. All students are responsible for their own laptop computer at all times.
* Never force a connector into a port. When connecting a device, make sure the port is free of debris and the device cable matches the port. Take care to position the connector in relation to the port. When plugging the charger into an electrical outlet, connect to the outlet first, then connect the connector to the laptop computer. When unplugging the charger, disconnect the laptop connector first, then unplug the charger from the outlet. Following this order will eliminate potential sparking. Always pull the plug, not the charger cord.
* When storing the laptop computer in the carry case, make certain there are no loose items such as paper clips or coins that could get caught inside the optical drive slot.
* Use two hands to move or hold the laptop computer. Close the lid prior to moving or carrying the laptop computer. If the laptop computer drops, the screen, and possibly more, will likely break.
* Put the laptop computer in sleep mode when carrying it from class to class during the school day. When logging out, be certain to wait for the login screen to appear. Make certain the hard drive is not spinning before you place the laptop computer in its case. Shut down the laptop computer before carrying it for any length of time or distance. For example, shut the laptop computer down at the end of the day before going home or to an after-school activity. This will prevent the laptop computer from overheating in the case.
* Shut down and restart the laptop computer at least daily. This will allow the laptop computer to run internal checks and maintenance routines.
* Identification labels located on the top and bottom of the laptop should not be removed. Stickers or any kind of writing are not permitted on the laptop computer or sleeve. Laptop covers and skins are permitted. The laptop computer must be returned to the school in the same condition it was received, except normal wear and tear, as determined by the District.
* Students should save all work locally to the laptop computer’s Documents folder. It is the student’s responsibility to back-up critical files to the District server or BASD Google Drive. Large files such as video, photos and music should not be stored on District servers. Use storage media such as thumb-drives or CDs/DVDs for larger files and projects.
* Be sure the computer is fully charged before arriving at school each day. Failure to charge the laptop computer is equivalent to not being prepared for class. The amount of work the battery can provide during the day depends on the applications and peripheral devices being used. It is also helpful to conserve battery power. The following suggestions will help with battery conservation:
  + Disconnect peripherals when not in use.
  + Quit open applications when not in use.
  + Remove CD and DVD discs when not in use.
  + Reduce screen brightness when using only battery power.
  + Put the laptop computer into sleep mode whenever not in use.
* If a laptop computer is not functioning properly, please contact the Technology Specialist, Librarian or Library Assistant.